

DBH Treatment and Recovery FY 2014 Grant Quarterly Submission Requirements

For agencies reporting on multiple grants, documents which are related to the overall agency need to be submitted only once.

A. Comprehensive Behavioral Health Treatment and Recovery (CBHTR) — CBHTR grantees must submit the following: (Evidence Based Practice Programs should submit only items identified in the EBP Specialty Report)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

FY14 Specialty Program Reports (Peer Navigation, Transition to Independence, Evidence Based Practice, Opioid Treatment Provider, SSDI/SSI Outreach Access Recovery) if applicable.

A PDF of your agency's AKAIMS Quarterly Summary Report for the quarter.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

FY14 Community Action Plan Report (CAP); list the current activities and outcomes of your local community BH planning group (can also include related activities conducted by your particular agency). Identify meeting date and participants.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

- Grantees are to use the DBH Logic Model Report Addendum for CBHTR to report on 7 specific performance measures required by DBH to be tracked.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

B. Independent Case Management (ICM) - ICM grantees must submit the following:

FY14 Independent Case Management Quarterly Report

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

A PDF of your agency's completed AKAIMS Quarterly Summary Report for the quarter.

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FY14 Community Action Plan Report (CAP); list current activities and outcomes of local BH planning group. Can also include related activities conducted by your particular agency.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

C. Parenting with Love and Limits (PLL) - PLL grantees must submit the following:

Parenting with Love and Limits Quarterly Report

PLL Logic Model Quarterly Report Form

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

A PDF of your agency's completed AKAIMS Quarterly Summary Report for the quarter.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

D. Senior Outreach, Assessment, and Referral (SOAR) - SOAR grantees must submit the following:

Senior SOAR Quarterly Report Form

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

E. Services for OCS Involved Families - Grantees must submit the following:

Services for OCS Involved Families Quarterly Report

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

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A PDF of your agency's completed AKAIMS Quarterly Summary Report for the quarter.

FY14 Community Action Plan Report (CAP); list current activities and outcomes of local BH planning group. Can also include related activities conducted by your particular agency

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

F. Services for Pregnant Women and Women with Children - Grantees must submit the following:

Services for Pregnant Women and Women with Children Quarterly Report

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

A PDF of your agency's completed AKAIMS Quarterly Summary Report for the quarter.

FY14 Community Action Plan Report (CAP); list current activities and outcomes of local BH planning group. Can also include related activities conducted by your particular agency.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

G. Supported Employment - Grantees must submit the following:

Supported Employment Quarterly Report

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

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A PDF of your agency's completed AKAIMS Quarterly Summary Report for the quarter.

FY14 Community Action Plan Report (CAP); list current activities and outcomes of local BH planning group. Can also include related activities conducted by your particular agency.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

H. Rural Peer Support – Grantees must submit the following:

Quarterly Program Report Narrative (agency format)

FY14 Treatment & Recovery Logic Model Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

A PDF of your agency's AKAIMS Quarterly Summary report (*if required to use AKAIMS*)

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

I. Bethel Sobering Center– Grantees must submit the following:

Quarterly Sobering Center Narrative (agency format)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

J. Bethel Community Service Patrol – Grantees must submit the following:

Quarterly Program Report (agency format)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

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FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

K. Residential Care for Children & Youth – Grantees must submit the following:

Quarterly Program Report (agency format)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

A PDF of your agency's AKAIMS Quarterly Summary report

FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

L. Residential Care for Children & Youth – Training Grantees must submit the following:

Quarterly Program Report (agency format)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

M. Therapeutic Court Grantees must submit the following:

Quarterly Program Report (agency format)

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Governing Board or Advisory Board meeting minutes and financial reports provided for any meetings occurring this Quarter.

A PDF of your agency's completed AKAIMS Report for the quarter.

FY14 Community Action Plan Report (CAP); list current activities and outcomes of local BH planning group.. Can also include related activities conducted by your particular agency.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

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FY14 Treatment and Recovery Quarterly Narrative Report Form – Update on significant program or agency issues including staff vacancies, hiring challenges. If applicable, Plan of Correction Update and Special Conditions report.

N. Bridge Home Grantees must submit the following:

Bridge Home Statistics Report

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

FY14 Treatment & Recovery Logic Model Quarterly Report Form; outcomes during the quarter, including progress on the evaluation indicators listed in the Logic Model your agency submitted with its FY 2014 grant proposal.

O. Behavioral Health Provider Association Grantee must submit the following:

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

P. Chemical Dependency Professional Certification Grantee must submit the following:

A Cumulative Financial Report (CFR) for the quarter, submitted on-line by your agency directly to DHSS' e-Grants reporting system.

Q. Projects for Assistance in Transition to Homelessness (PATH) Grantee must submit the following:

PATH Budget/Expenditures Report

PATH Quarterly Report

R. Assisted Living Home/Supported Housing Training Grantee must submit the following:

Invoice for Grant Expenditures

ALH/Supported Housing Outcomes Report

All the forms mentioned above are available on the DBH Website at
<http://dhss.alaska.gov/dbh/Pages/TreatmentRecovery/TreatmentRecoveryForms.aspx>